Water Orton
PARISH COUNCIL

Appendix 4 –29th June 2023

Clerk Report

Decisions made under delegated authority.

Planning - None

Purchases / Payments –

£200 grant payment to 1st Water Orton Brownies. Grant authorised by full council on 23rd February 2023, payment had been delayed until confirmation of BACs details and acceptance of grant terms and conditions were provided to the Council.

100 x 120L Binbags ordered via ESPO for £15 plus VAT taken from a credit note for ESPO from some toilet rolls returned due to sizing issues.

Clerk authorised purchase of sundry supplies for caretaker/ clerk & Cllr Hailstone in course of duties which need ratification from the Council:

D Burley reimbursements:

20/04/23 Plaster for first aid kit ASDA £1.25 (receipt missed from previous month)
15/05/23 Secateurs ASDA £5.00
16/06/23 Fuel 10L Morrisons £13.87
16/06/23 Padlocks for bollards Sound as a Pound £15.98
Total £36.10

Clerk reimbursements:

02/03/23 Mobile Top Up 1p Mobile £10.00 (Missed from previous expense claim)
05/06/23 Microsoft 365 Licences Microsoft £59.88
14/06/23 Mobile Top-Up 1p Mobile £10.00
Total £79.88

Cllr Hailstone Reimbursements:
25/05/23 Paper Ream (Notices) ASDA £4.15
25/05/23 Noticeboard Key Timpsons £14.80
Total: £18.95

Clerk authorized purchase of WALC Training for Cllr Brown 'Off to a flying start' 21st June 2023 for £36 which needs ratification from the Council on payment schedule.

All payments made before authorisation are listed with reasons for using delegated authority on the payment schedule.

Training

Lengthsman training due to be completed 26/06/2023.

Induction / Refresher Day for Parish Councillors still to be arranged, Clerk has sent our various information & documents via email meanwhile. All Councillors have access to a wealth of documents on WALC and a training course has been booked for Cllr Brown as requested.

Councillors should be aware that many generic emails are sent to the 'General' channel on Microsoft Teams, to save email inboxes from being cluttered.

Microsoft 365 have many training guides and videos on their various applications and Microsoft support are usually helpful if there are queries that the help guides can not answer.

Land / Property

a) Independent legal advice has been sought, Clerk will feedback this information during closed session and has forwarded emails where relevant.
b) Two incidents (one at the playing field and one at the green regarding anti0social behaviours in the park (smashed glass and graffiti) have been reported to Warks Police online. The log number for these incidents is: 354/060623. The local safety neighbourhood team have been asked to patrol the area more frequently to help minimise further anti-social behaviours and we have been advised to continue to report any further issues these as this helps with how officers are deployed to specific areas.
Residents, Councillors and Staff should be encouraged to report incidents directly as and when they occur or are discovered here: Report | Warwickshire Police

Payroll

Clerk sent letter to HMRC on 23rd May regarding unallocated payments and overdue payments as it was not possible to get through to an advisor on the employer helpline.

A debtor letter was then received and after several further phone calls Clerk managed to resolve the issue relating to Employment Allowance being incorrectly claimed in prior years. All debt has now been cleared and a credit of £2.67 is on the account, the next payment to HMRC will be reduced accordingly.

The Council must ensure that their contact details are always up to date with HMRC. Contact details have been amended to the current clerk however as the information they held was out of date for both the previous clerk and the payroll company this proved difficult and time consuming.

I would recommend that the Council move to paying PAYE & NIC's via Direct Debit and so this has been placed on the agenda for consideration to reduce the risk of any future under / overpayments and interest charges.

Compliments

A member of the public contacted the Council to express her gratitude to the village caretaker, Kray Dewsbury for advising them to be careful and his diligent work in clearing the smashed glass at the park and his attempts to keep the area safe. The comments were passed to staff and circulated to Councillors for information.